

**NOTICE OF POSTING**  
**(Revised)**  
**POSTING DATE: 10/15/2019**  
**OPEN UNTIL FILLED**

**Recruitment of external applicants is underway concurrent with this posting.**  
**Resumes and letters of interest can be submitted via email to [employment@cambridgema.gov](mailto:employment@cambridgema.gov).**  
**Cambridge residents are especially encouraged to apply.**

**JOB TITLE** Program and Event Coordinator (Part-time, 2 Positions)  
**DEPARTMENT:** Cambridge Public Library  
**JOB CODE/POSITION #:** M267-702 & M267-703

**CIVIL SERVICE:** Non–Civil Service

**HOURS OF WORK:** Both positions are 20 hours per week.

Position 1: Mondays 3:00pm-8:00pm, Wednesdays 3:00pm-8:00pm, Thursdays 3:00pm-8:00pm, and Saturdays 12:00pm-5:00pm.

Position 2: Mondays-Thursdays 10:00am-2:00pm, and Fridays 1:00pm-5:00pm.

A flexible schedule is required including working some evenings, Saturdays and Sundays in support of programs and events.

**UNION AFFILIATION:** None

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** With significant input from library administrators and leadership team, the Program & Event Coordinator is responsible for booking and executing a dynamic menu of adult and family programs and events for the Cambridge Public Library.

- Represents the Library at programs ensuring a positive experience for presenters and attendees, smooth operations and effectively handles any last-minute changes; may pick up, greet and introduce speakers
- Serves as primary contact for all room and program requests; reserves all library meeting and program spaces for staff, city departments and community groups through booking software; maintains public online events calendar
- Manages event timelines and budgets
- Is highly organized and works in advance with Support Services, IT and Administration to arrange rooms and staffing, coordinate and test equipment, organize food and book sales, and designs ticketing and seating arrangements
- Serves as liaison and support to Administration; ensures all programming and event details are complete, up to date and properly documented; ensures Communication Manager and executive assistants have access to event information such that they can answer inquiries and step in as needed
- Works closely and cooperatively with library and city staff including the Friends, Trustees and Foundation members, as appropriate.
- Supports the programming efforts of the branches, Youth Services and Adult Services
- Supports internal staff events including staff development day and staff appreciation dinner
- Coordinates staff participation in city events, such as Danehy Family Day
- Works cooperatively with Manager of Innovation & Technology and IT team to maintain audio visual equipment for the Lecture Hall, Community Room and other library spaces; tests equipment, requests preventative maintenance, upgrades and replacements as appropriate
- Designs plan for refreshments, decorations and promotional materials for library programs and outside events; executes the purchases of the required supplies
- Organizes L2 kitchen and storage area monitoring supplies and organizing purchase of stock
- Uses personal vehicle as needed in support of programs and events
- Advances the Library as a desired destination for major authors publicizing new releases, organizations and performers and proactively seeks new opportunities with them
- Creates programs through various methods including developing relationships with publishers and local bookstores and keeping abreast of regional cultural and news events

- Solicits local and national talent to participate in library programs
- Collaborates with community groups, local businesses, colleges, universities and nonprofits to deliver outstanding and varying programs and events for an urban community
- Works closely with the Communications Manager to effectively and creatively promote events in a timely fashion resulting in well-attended programs
- Exploits new technologies and works with organizations such as City View 22 and CCTV to extend the community's access to programming
- Prepares monthly and annual program statistics using booking software and provides feedback to leadership about programs, as needed
- Demonstrates continuous effort to enhance the quality of programming and improve processes
- Any other duties as required for the good of the Library

**MINIMUM REQUIREMENTS:** A Bachelor's degree or coursework beyond high school level is strongly preferred. At least two years of experience in event planning, program coordination, library programming, and/or hospitality is strongly desired. Library experience is desirable. Customer service experience is essential. Personal vehicle and valid driver's license strongly preferred.

Outstanding interpersonal and customer service skills; Ability to communicate effectively, patiently and courteously; ability to work with diverse groups of people representing different departments and organizations; Ability to adapt plans in the moment to effectively adapt to the unexpected; remains calm in emergency situations; Excellent organizational, oral and written skills; Ability to anticipate needs, organize work, set priorities, use time effectively, work independently, and meet deadlines; Ability to work on several tasks at the same time, keep track of many details and reliably follow through; Ability to identify, analyze and creatively solve problems in a constructive manner; Punctuality, flexibility and dependability; Ability to foster teamwork and work well as a member; Appreciation of and sincere desire to work in a diverse, urban setting; Ability to utilize a variety of technology and equipment such as computers, scanners, DVD players, sound systems, projection equipment and mobile devices; Knowledge of and comfort level with Microsoft Office Suite including Microsoft Outlook, Word, Excel, and Access software. Familiar with Library Insight or other room booking software. Able to schedule with on line calendar; Ability to follow oral and/or written instructions quickly and thoroughly; Ability to proofread work with high degree of accuracy; Flexibility to meet staffing needs during vacation periods and in emergencies; Knowledge of basic library concepts

**PHYSICAL DEMANDS:** Physically able to operate a variety of machinery and equipment including office equipment such as computers, scanners, AV equipment, and mobile devices; Must be able to pay close attention to details and concentrate on work; Time management ability to set priorities in order to meet assignment deadlines; Ability to sit and use computer workstation, including keyboard and visual display terminal, for extended periods of time; Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to communicate effectively; Sufficient vision or other powers of observation which permits the employee to read books, email and to scan a room; Sufficient manual dexterity which permits the employee to utilize a keyboard; Sufficient personal mobility and physical reflexes which permits the employee to move around heavy items. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**WORK ENVIRONMENT:** Works in assigned area, including office areas, training rooms, library and city locations including outside venues as necessary. Normal office exposure to noise and interruptions. Attends and participates in various programs as requested to enhance skills associated with the position

**RATE:** \$29.60 to \$36.99 per hour + excellent benefits

**APPLICATION PROCEDURE:** Internal applicants submit a job bidding form and **2 copies** of both your resume and letter of interest; external applicants submit both your resume and letter of interest via email to: [employment@cambridgema.gov](mailto:employment@cambridgema.gov) or to Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge MA 02139. Fax 617-349-4312. **Review of resumes begins immediately. Position will remain open until filled.**

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